
TRAVEL MANAGER APPROVER'S GUIDE

APPROVE A VOUCHER FROM AUTHORIZATION

APPROVE A VOUCHER FROM AUTHORIZATION

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APPROVE A VOUCHER FROM AUTHORIZATION

This section covers the steps to approve A Voucher from Authorization. A Voucher From Authorization is a voucher created using an approved travel authorization.

If the Traveler or the Preparer has not selected Voucher from Authorization, there will be no document number on the voucher. This document should be returned to the Preparer immediately. Never approve a voucher unless it has a document number. This Travel Authorization Number can be found at the top of the screen on the Document Summary page of the document. Example Travel Authorization number: 10-S0330017.

A. APPROVE A VOUCHER FROM AUTHORIZATION

Routinely, the user will receive an e-mail notification that states, “A document needs attention in the Travel Manager system” unless the Approver has requested that the email be redirected or eliminated. The e-mail will contain the Travelers name and the name of the document.

1. Click the **Review Documents** link from the Document Toolbar. The Review Document page is displayed with a list of all documents to be reviewed and/or approved.

NOTE

Review Documents must be used in order that the proper signature stamp is defaulted

Review Document



Quick Tip

These are documents awaiting your action. Select your search criteria then select the document you want to review.

Enter Search Criteria

Document Type

Search Results

Click on an entry to select it

Type	Document Name	Dep Date	Traveler	# Days	Retain	In Use
Authorization	test1	10/30/01	Five, Student			
Voucher	51-970 4-8Miami	04/08/02	Eight, Student			
Voucher	51-100 3-31 MSFC	03/31/02	One, Student			
Voucher	51-156 3-25Seatl	03/25/02	Fifteen, Student			
Voucher	51-100 03-03MSFC	03/03/02	One, Student			
Voucher	51-100 03-03MSFC	03/03/01	Eight, Student			

- To review a voucher from authorization, use the pull down arrow next to the Documents Type field to select Voucher. Only documents of that type will be displayed for selection. The default document type is "All". If an (*) appears in the IN USE column, the document either is in use by another user, *OR* the document is in the "Edit Locked" mode. An "Edit Locked" document can only be opened in a "View Only" mode and cannot be adjusted or signed. Refer to the Appendix to review "Edit Locked" documents reset process.

NOTE

All documents are listed in order by departure date. The departure dates are displayed in reverse chronological order.

- Click the Document Name from the list that you wish to access. If adjustments have been made to the document, the Open Document Version screen below will be displayed. If no adjustments were made on the document, the Open Document Signature page shown in step 4 will appear. The most current version of the document is always denoted with an (**). Click the **Open Document** icon in front of the most recent version.

Open Document Version for 51-100 03-03MSFC



Alert

Adjustments have been made to this document.
Note that only the current version, marked by **, may be further adjusted or routed.

For this Document you can:

Cancel

Opening Document

Document Version List

Click on an entry to select it

Document Type	Level	Date	Time	Adjustor
ADJUSTMENT **	2	12/04/01	1:46PM	TravelOffice Reviewer
ORIGINAL	1	12/04/01	9:05AM	Brian Miller

- The Open Document Signature page will be displayed for the document selected.

Help

Document Preparation

Open Document Signature

Quick Tip
The Signature PIN is case sensitive!

Signature for Adjustment

For this Document you can:

Sign to Review Document

Get Document as View-Only

Cancel Opening Document

- The document can be opened for signing by entering your Signature PIN. To retrieve the document in “view only” mode, click the Get Document as View Only button from For This Document You Can: box. (The Signature PIN *is not* required for “view only”.) In view only mode, the document can be viewed or printed.

NOTE

The Cancel Opening Document button will exit the Signature Adjustment page and return the user to the main Travel Manager page.

- Enter the Signature PIN.
- Click on the **Sign to Review Document** button from the “For This Document You Can:” box to access the document for continued routing. The Document Summary page is displayed for the selected document.

B. APPROVE A VOUCHER WITHOUT ADJUSTMENTS

This section of the manual explains how to approve a travel voucher that does not need adjusting. If the voucher needs modification or to be returned to the preparer for adjustment, refer to section IV, C.

1. The Document Summary page will be displayed for the selected document. The Document Summary page summarizes the information on the voucher. Previously recorded data can be viewed from this page by selecting the appropriate icon. To return to this page after viewing any other page, click on the **Document Summary** link from the Document Toolbar.

Document Summary for Adjustment to Voucher 51-100 2-4 MSFC

Quick Tip
For specific information, click on a Details link. You can sign and stamp your document from the Document Status section.

Trip Number 1
Travel Authorization Number: TG-475-0-02
Traveler Details: 000-TR-0001, Student One
Purpose Description: <No Purpose Description Entered>
Itinerary Details: HUNTSVILLE,AL 02/04/02 - 02/08/02
Ticketed Trans Details: \$350.00

Expense Details
Expense Summary

Edit	Delete	Date	Expense	Amount
		02/04/2002	Rental Car	125.00
		02/04/2002	Taxi	12.00
		02/06/2002	Personal Call-DOMESTIC	8.00
		02/07/2002	Laundry/Dry Cleaning	25.00
		02/07/2002	Personal Call-DOMESTIC	5.00
		02/08/2002	Lodging Tax	45.00
		02/08/2002	Taxi	12.00
				Total: 232.00

Lodging/M&IE Details \$451.00

For this Document you can:
Save Document
Undo Adjustments
Continue Entering Document
Close Current Document

2. Click on the **Perform Pre-Audits** link. Review all items with FAIL status to make sure that they are valid. Pre-Audits are used to give the Approver an indication of what is in the document. If any audit fails, the word FAIL will be in the Status column. A comment describing the failure will appear in the Comments column. A FAIL is a flag only to draw attention to an audit process that requires review. Click the Close button to exit the pre-audit page. (For a description of each of the Pre-Audits, refer to the Appendix.)

Pre-Audit Results for 51-100 2-4 MSFC

**Quick Tip**

Click the Magnifying Glass icon to view detail comments for each audit process.

Document Name: 51-100 2-4 MSFC

Type: Voucher

Traveler: One, Student

Status: FAIL

For this Document you can:

[Justify](#)

Pre-Audit Results

[Close](#)

Pre-Audit Results

Pre-Audit Results

Audit Process	Status	Comments
ACCT CODES AUTHRZED	PASS	
ACTUAL MULTIPLIER	PASS	
ACTUALS EXIST	PASS	
APPLIED ADVANCE	PASS	
APPROVE BY TRAVELER1	PASS	
AUTHORIZATION EXIST	PASS	
COMMENTS	FAIL	CHECK COMMENTS ON TRIP 1 This is a reminder to review the comments contained in this document.
CONFERENCE ALLOWANCE	PASS	
COST COMPARISON	FAIL	Vouch COST (TRIP 1) <=> Auth EST COST (51-100 2-4 MSFC)
COST LESS COM. CARR	PASS	
DAILY EXPENSE THRESH	PASS	
DUPLICATE TA NUMBER	FAIL	DUPLICATE TRAVEL AUTHORIZATION NUMBER - TG-475-0-02, ON VOUCHER 51-100 2-4 MSFC FOR 000TR0001
EXP CAT % VARIANCE	PASS	
EXP CATEGORY USED	PASS	
EXP CATEGORY USED1	PASS	
EXP CATEGORY USED2	PASS	
FOREIGN TRAVEL	PASS	
LAUNDRY/DRY CLEANING	PASS	
LEAVE AUTHORIZED	PASS	
LEAVE EXISTS	PASS	
MEALS AVAILABLE	PASS	
NON-CONTRACT FARE	PASS	
OTHER EXPENSES	PASS	
OVERRIDE	PASS	
PER DIEM LOC AUTH	PASS	
PERDIEM RATES	PASS	
PERSONAL INFO - KEY	PASS	
TRAVEL DATE OVERLAP	PASS	
TRAVEL MODES	PASS	
TRAVEL MODES AUTHRZD	PASS	
TRIP DATES & LOCS	PASS	
TRIP DURATION	PASS	
TRIP DURATION1	PASS	
TRIP PURPOSES	PASS	
TRIP TYPES	PASS	
VESSEL TRAVEL	PASS	

- Click on the **Document Status** link. The Status page is displayed.

User:

Approver One
Traveler:
Student One
Voucher: 51-100 2-4 MSFC

Document Summary
Trip Number
Traveler
Itinerary
Ticketed Trans
Expenses
Lodging/M&IE
Accounting Code
Totals
Comments
Document Status
Perform Pre-Audits
Preview Document
Export Document
Close Document

Status for 51-100 2-4 MSFC

Quick Tip
The Signature PIN is case sensitive!

Status to Apply MGT APPROVED

Signature PIN

Remarks

☐ Stamp Document Without Adjustment

For this Document
Stamp and Submit
Adjustments
Back Continue

Document Routing This is the routing path the current document will take once routed

Name	Status	Level
Approver	MGT APPROVED	1
Approver One	MGT APPROVED	1
TravelOffice Reviewer	PROCESSED	2
TravelOffice Certifier	CERTIFIED	3

Document History This is the status history for this document

Date/Time	Status	Name	Remarks
12/28/01 8:58AM EST	CREATED	Brian Miller	
12/28/01 9:38AM EST	SIGNED	Student One	
12/28/01 9:49AM EST	ADJUSTED	Approver One	

- For users who are both reviewers and approvers, the default status value will be displayed in the Status to Apply field. Make sure the Status to Apply is correct. You can check the correct status on the document routing section at the bottom of the screen. (For a description of Status Stamps refer to Appendix).
- Review the Remarks box for any remarks entered in the Document History on the Status page.

NOTE

Approvers, Reviewers, and the Travel Office and CI Travel Office enter remarks in the Remarks section found on the Document Status screen before it is stamped.

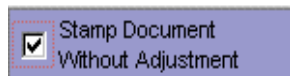
Travelers and Preparers enter their comments in the Comment section found in the Document Summary screen.

- If the document is valid, enter your Signature PIN and click the Stamp and Submit button in the For This Document You Can: area.

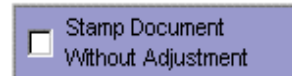
NOTE

*If you must close out of the document for any reason before signing, click the **Document Summary** link from the Document Toolbar. Click the Undo Adjustment button from the “For This Document You Can:” area. Using this button logs the user out of the document and returns to the main screen. The document will remain in the **Review Documents** “queue” until it is signed and routed. To open the document again, click the **Review Documents** link and repeat the above steps to sign the authorization.*

7. If no adjustments have been made to the document, click on the Stamp Doc without Adjustment checkbox. If adjustments were made to the document, leave the box unchecked and refer to the next document section for further instructions



No changes made to document



Changes made to the document

NOTE

If the Stamp Doc without adjustment box is not checked when the document is stamped, adjustments are assumed, regardless if any have been made.

If adjustments have been made to the document and the Stamp Doc without adjustments box is checked, all adjustments made will be erased when the document is stamped.

8. Enter the Signature PIN value.

9. Click the Stamp button. The Pre-Audit Results page will be displayed for most signings. Approve the Pre-Audits. These are all the audits that Travel Manager processes for the document. (For a description of each of the Pre-Audits, refer to the Appendix).
10. If any audit fails, the word FAIL will be in the Status column. A comment describing the failure will appear in the Comments column. A Fail only draws attention to an audit process for the approver to check.
11. Click the Continue button in the For This Document You Can: area. The document is complete and has been routed.
12. If more documents reside in the queue to be approved, click on the **Review Documents** link and repeat the above steps.

C. APPROVE A VOUCHER REQUIRING ADJUSTMENTS

This section describes each part of the on-line travel voucher. Within each of these areas, the user may make adjustments, or simply return the voucher to the preparer to adjust.

1. The **Document Summary** page is displayed for the selected document.

Home Reports Logout Help Document Preparation

User:
Approver One
Traveler:
Student One
Voucher: 51-100 2-4 MSFC

Document Summary

- Trip Number
- Traveler
- Itinerary
- Ticketed Trans
- Expenses
- Lodging/M&IE
- Accounting Code
- Totals
- Comments
- Document Status
- Perform Pre-Audits
- Preview Document
- Export Document
- Close Document

Document Summary for Adjustment to Voucher 51-100 2-4 MSFC

Quick Tip
For specific information, click on a Details link. You can sign and stamp your document from the Document Status section.

Trip Number 1
Travel Authorization Number TG-475-0-02
Traveler Details 000-TR-0001, Student One
Purpose Description <No Purpose Description Entered>
Itinerary Details HUNTSVILLE,AL 02/04/02 - 02/08/02
Ticketed Trans Details \$350.00

Expense Details

Quick Expense

Edit	Delete	Date	Expense	Amount
		02/04/2002	Rental Car	125.00
		02/04/2002	Taxi	12.00
		02/06/2002	Personal Call-DOMESTIC	8.00
		02/07/2002	Laundry/Dry Cleaning	25.00
		02/07/2002	Personal Call-DOMESTIC	5.00
		02/08/2002	Lodging Tax	45.00
		02/08/2002	Taxi	12.00
				Total: 232.00

Lodging/M&IE Details \$451.00

Accounting Code Details

Accounting Code Summary

Label	Amount
51-1 298-03-95A	208.00
51-2 010-01-03A	825.00
Total:	1,033.00

Totals Details

Totals Summary

Disbursement Type	Amount
Amount Claimed	1,033.00
Non-Reimbursable Expenses	0.00
Advance Applied	0.00
Pay To Charge Card	0.00
Pay To Traveler	1,033.00

Enter Comments Trip is being funded by another Agency. Reimbursable Account code used.

Document Status Document Status Enter Status/PIN to stamp this document

☐ Stamp Without Adj


Stamp and Route

Document Status: ADJUSTED Awaiting: Approver

Status To Apply	Signature PIN	Remarks
MGT APPROVED		

- Click on the **Itinerary** link to view the Itinerary for the trip. Review the required fields: Travel Dates, Trip Type, Trip Purpose, and Per Diem locations. If any of these fields are missing, make the proper corrections or return the document to the preparer providing remarks for any modifications. If modifications are made, click the Save Itinerary button before leaving this screen.
- Click the **Comments** link from the Document Toolbar to review the document comments. The Comments page will be displayed.

Comments for 51-100 2-4 MSFC


Quick Tip
 Click Apply and preset comments are inserted into the Comments field. Comments can also be typed directly into the comments field. Comments apply to the entire document.

Comments
 This is a reminder that your travel voucher is due within 5 days after the completion of your trip. Trip is being funded by another agency. Reimbursable Account code used.


For this Document you can:
 Preset Comments
 Comments

 without Saving Comments



- Click the Close button in the “For This Document You Can:” area after reviewing comments. The Document Summary will be displayed.
- Click on the **Ticketed Trans** link from the Document Toolbar to review travel modes. The Ticket Information page is displayed.



Help **Document Preparation**

Ticketed Transportation for Voucher 51-100 2-4 MSFC


Quick Tip
 To enter ticket information, click Add. Previously entered ticket information can be edited (Pencil icon) or deleted (X icon).

For this Document you can:
 Ticket

	Ticket No	Dep Date	Type	Cost	Depart	Arrive	CR	CL	Tax
 	See Itinerary 1	02/04/02	AIR	350.00					no

- Click on the Update icon  to view the data for the desired record. The Update Ticket Information page will be displayed. If dates have been adjusted on the itinerary, verify departure dates for the transportation mode. The Delete  icon is used to delete the existing record.

Update Ticket Information for 51-100 2-4 MSFC

Quick Tip
 To enter departure and arrival airports, click the Depart From and Arrive At lookup buttons.

Type AIR

Ticket No See Itinerary 1

Dep Date 02/04/2002

Carrier

Ticket Value 350.00

Description Airfare

Issue Date

Ticket Date

Depart From

Arrive At

Contract Fare 0.00

Contract Carrier

Cost 350.00

Class

Confirmation No

For this Document you can:

[Use Foreign Calculator](#)

[Lookup Credit Card Expenses](#)

Save Current Ticket

Close without Saving Updates

Cost Options

☒ **Reimbursable**

☐ **Taxable**

Expense Category COM CARRIER

Pmt Method TRAVELER

Vendor (None)

7. Items to be reviewed for approval are the Type of Ticket Transportation, the Departure Date, and the ticket Cost field. If modifications are made, click the Save Current Ticket button in the “For This Document You Can:” area. If no modifications were made, click the Close without Saving Updates button.
8. Click the Continue button in the For This Document You Can: box. The Expense Entry page is displayed.
9. The expense screen is divided into two sections. The top section of the screen is used for the entry of new expenses to the document. The lower section of the screen, the Current Expenses section, shows a list of expenses accrued on travel and must be reviewed and approved.

Expense Entry for 51-100 2-4 MSFC

Quick Tip
 The Arrow icon indicates a required field. Click Save to save the current expense and refresh the screen so a new expense can be added.

Date 02/04/2002
(mm/dd/yyyy)

Expense Type

Expense Description

Miles Traveled

Rate Selection

Rate

Cost

Comments

For this Document you can:
[Use Quick Expense](#)
[Use Foreign Calculator](#)
[Lookup Credit Card Expenses](#)
 Current Expense
 Entering Expenses

Copy Through Date

Cost Options
☐ Reimbursable
☐ Taxable

Current Expenses			
Action	Date	Expense	Amount
	02/04/2002	Rental Car	125.00
	02/04/2002	Taxi	12.00
	02/06/2002	Personal Call-DOMESTIC	8.00
	02/07/2002	Laundry/Dry Cleaning	25.00
	02/06/2002	Personal Call-DOMESTIC	8.00
	02/07/2002	Laundry/Dry Cleaning	25.00
	02/07/2002	Personal Call-DOMESTIC	5.00
	02/08/2002	Lodging Tax	45.00
	02/08/2002	Taxi	12.00
Total:			232.00

10. Click on the Update icon to view the data for the desired record. The Update Expense page will be displayed. If dates have been adjusted on the itinerary, be sure to approve dates for each Expense. Click the Save Current Expense button to save changes to the document. To delete an expense from the document, click the Delete icon .

Expense Entry for 51-100 2-4 MSFC



Quick Tip

The Arrow icon indicates a required field. Click Save to save the current expense and refresh the screen so a new expense can be added.

Date 02/04/2002
(mm/dd/yyyy)

Expense Type

Expense Description Rental Car

Miles Traveled

Rate Selection

Rate

Cost 125.00

Comments Compact Rental Car

For this Document you can:

- [Use Quick Expense](#)
- [Use Foreign Calculator](#)
- [Lookup Credit Card Expenses](#)

Save Current Expense

Done Entering Expenses

Back

Continue

Copy Through Date

Cost Options

☒ Reimbursable

☐ Taxable

Expense RENTAL CAR

Current Expenses

Action	Date	Expense	Amount
	02/04/2002	Rental Car	125.00
	02/04/2002	Taxi	12.00
	02/04/2002	Taxi	12.00
			Total: 149.00

- Check that all expenses are reasonable and allowed by regulation. When all expenses have been reviewed and/or modified, click the **Continue** button. The Lodging/M&IE screen will be displayed. The Lodging & M&IE page can also be displayed by clicking the **Lodging/M&IE** link. Review all expenses for each day.

Lodging/M&IE for 51-100 2-4 MSFC



Quick Tip

An asterisk (*) in the Special column indicates that a condition has been selected in the Advanced Lodging/M&IE window.

For this Document you can:


Reset All Lodging and M&IE expenses

Back


Continue

Lodging/M&IE Data

Date	Reset	Replicate	Ldg Cost	Ldg Allowed	M & IE Allowed	Per Diem Rate	Special	B	L	D	Conf %
02/04/02			70.00	70.00	28.50	70 / 38					
02/05/02			70.00	70.00	38.00	70 / 38					
02/06/02			70.00	70.00	38.00	70 / 38					
02/07/02			70.00	70.00	38.00	70 / 38					
02/08/02			0.00	0.00	28.50	70 / 38					

12. If a value (*) exists in the column labeled Special, modifications have been made to the standard per diem Lodging and /or M&IE for that date. Click on the Update icon  to view the data for the desired record. The Update Lodging and M&IE page will be displayed.

Update Lodging and M&IE Expenses for 51-100 2-4 MSFC (02/04/02)

 **Quick Tip**
For this lodging day, you can edit specific actuals, leave data, meals provided status, lodging amount, and if desired apply these changes forward using the apply through tool.

Lodging
Per Diem Rate: 70 / 38
Lodging: 70.00 **Options**


Conference Allowance
☐ Conference Allowance **Conf Info**
Conference Rate:

Actuals
☐ Lodging Limit: 0.00
☐ Meals
Breakfast: 0.00
Lunch: 0.00
Dinner: 0.00
Incidentals: 0.00

Leave Data
☒ None
☐ Annual
☐ Other
Hours: 0

Meals Provided
☐ Breakfast
☐ Lunch
☐ Dinner

For this document you can
Next Expense
Save Expense Changes
Override Lodging and M&IE
Close Without Saving Changes


Apply Through Date:
02/04/02 

13. Review any expenses to verify costs from the Lodging and M&IE page. If changes are made, click the Save Expense Changes button to save changes to the document. Click the Close Without Saving Changes button if no changes are required. The Lodging and M&IE Summary page is displayed. The Next Expense button displays the next date information for Lodging and M&IE. The Override button is used for Limited Open Authorizations, when a traveler is staying on TDY over 30 days or is making multiple trips to a location throughout the year.

For this document you can
Next Expense
Save Expense Changes
Override Lodging and M&IE
Close Without Saving Changes

14. Click on the **Accounting Code** link. The Accounting Codes page will be displayed. Review all accounting data to ensure proper funding.

Available Accounting Codes for 10-CFA08-01DC

**Quick Tip**
Once two or more accounting codes are selected, the Allocation button is enabled.

Enter Search Criteria
Accounting Code
Master Accounting Codes Click Accounting Label to add to Document
Search Results [Prev 10](#) [Next 10](#)

Organization	Label	Classification Code
--------------	-------	---------------------

to A Different Organization
 New Accounting Code

Accounting Codes for 10-CFA08-01DC				Click an item to edit/delete it
Organization	Label	Classification Code	Extended Code	
  10	D09010XX004S423	090-10-C1. SAT422003D. ... FC100200. 2121...	Extended	
 Edit	 Delete			


15. If multiple codes exist on the document, click the Allocate button found on the bottom half of the screen. Verify that the appropriate allocation has occurred.

 Quick Tip Expenses can be allocated by expense type, percent, date, expense category, or amount.					For this Document you can: <input type="button" value="Close"/> Allocation Screen	
Accounting Allocation Summary						
Organization	Label	Amount	Percent	Date	Allocate By	Allocate By
22	D714050001S4202	476.50	0	*	Expense Category	Expense
22	R329960001H4202	400.00	0	*	Expense Category	Expense
Expense Category Allocation Breakdown for 'D714050001S4202'						
Expense Category		Amount		Break by Expense Category		
COM.CARIER		0.00		Expense Category	Allocate by Amount	
LODGING		327.00		COM.CARIER	400.00	
M&IE		149.50		LODGING	327.00	
OTHER		0.00		M&IE	149.50	
				OTHER	0.00	
Expense Category Allocation Breakdown for 'R329960001H4202'						
Expense Category		Amount				
COM.CARIER		400.00				
LODGING		0.00				
M&IE		0.00				
OTHER		0.00				

16. To exit the Allocation screen after reviewing, click the Close Allocation button. . The Available Accounting Codes screen will be displayed.

17. Verify that the Internal Order (FC100200) and the Object Class, for example 2121 for General Administrative Travel (Domestic), are listed as part of the Classification Code portion listed under the Accounting Codes for section. Example Classification Code: 090-10-C1. SAT422003D....**FC100200.2121**) These are required fields.

Available Accounting Codes for 10-CFA08-01DC

**Quick Tip**
Once two or more accounting codes are selected, the Allocation button is enabled.

Enter Search Criteria
Accounting Code

Master Accounting Codes
Search Results [Prev 10](#) [Next 10](#)

Organization	Label	Classification Code
Click Accounting Label to add to Document		

For this Document you can:
 to A Different Organization
 New Accounting Code

Accounting Codes for 10-CFA08-01DC				Click an item to edit/delete it
Organization	Label	Classification Code	Extended Code	
  10	D09010XX004S423	090-10-C1. SAT422003D. . . . FC100200. 2121. . .	Extended	
 Edit	 Delete			

18. Click OK and the Account Code window will be displayed.
19. Click on the Continue button or click on the **Totals** link to review total charges, itemized detail of expense category charges, and any requested advance. The Totals page will be displayed. If the total amount claimed on the travel voucher exceeds the total estimated expenses on the travel authorization, the travel authorization will need to be amended to reflect the additional amount. The voucher should be returned to the preparer to take the appropriate action.
20. Click on the View Advance button, to view advance information.
21. Click the Detail button to review details of all expense categories charged and any advance requested as it applies to each category.

Total Details for 51-100 2-4 MSFC



Quick Tip

Click the View Advances for Document to add or update an advance.

Total Estimated Expenses: 950.00

Computed Advance Authorized: 0.00

Advance Requested: 0.00

For this Document you can:

▶ [View Advances for Document](#)

[Back](#)

[Continue](#)

Expense Category Details

Expense Category	Organization	Account Label	Amount
RENTAL CAR	51-100	51-1 298-03-95A	125.00
COM CARRIER	51-100	51-2 010-01-03A	350.00
LODGING	51-100	51-2 010-01-03A	280.00
M&IE	51-100	51-2 010-01-03A	171.00
TAXI	51-100	51-2 010-01-03A	24.00

Expense Category Advance Details

Expense Category	Advance
------------------	---------

22. Click on the **Perform Pre-Audits** link . Review all lines with a FAIL status. If any audit fails, the word FAIL will be in the Status column. A comment describing the failure will appear in the Comments column. A FAIL only draws attention to a particular process to ensure the Approver has checked the audit. Click the Close button to exit the pre-audit page.

Help

Document Preparation

Pre-Audit Results for 51-100 2-4 MSFC



Quick Tip

Click the Magnifying Glass icon to view detail comments for each audit process.

Document Name: 51-100 2-4 MSFC

Type: Voucher

Traveler: One, Student

Status: FAIL

For this Document you can:

[Justify](#)


























Pre-Audit Results

[Close](#)

Pre-Audit Results

Pre-Audit Results

Audit Process	Status	Comments
ACCT CODES AUTHRZED	PASS	
ACTUAL MULTIPLIER	PASS	
ACTUALS EXIST	PASS	
APPLIED ADVANCE	PASS	
APPROVE BY TRAVELER1	PASS	
AUTHORIZATION EXIST	PASS	
COMMENTS	FAIL	CHECK COMMENTS ON TRIP 1 This is a reminder to review the comments contained in this document.
CONFERENCE ALLOWANCE	PASS	
COST COMPARISON	FAIL	Vouch COST (TRIP 1) <=> Auth EST COST (51-100 2-4 MSFC)
COST LESS COM. CARR	PASS	
DAILY EXPENSE THRESH	PASS	

 DUPLICATE TA NUMBER	FAIL	DUPLICATE TRAVEL AUTHORIZATION NUMBER - TG-475-0-02, ON VOUCHER 51-100 2-4 MSFC FOR 000TR0001
 EXP CAT % VARIANCE	PASS	
 EXP CATEGORY USED	PASS	
 EXP CATEGORY USED1	PASS	
 EXP CATEGORY USED2	PASS	
 FOREIGN TRAVEL	PASS	
 LAUNDRY/DRY CLEANING	PASS	
 LEAVE AUTHORIZED	PASS	
 LEAVE EXISTS	PASS	
 MEALS AVAILABLE	PASS	
 NON-CONTRACT FARE	PASS	
 OTHER EXPENSES	PASS	
 OVERRIDE	PASS	
 PER DIEM LOC AUTH	PASS	
 PERDIEM RATES	PASS	
 PERSONAL INFO - KEY	PASS	
 TRAVEL DATE OVERLAP	PASS	
 TRAVEL MODES	PASS	
 TRAVEL MODES AUTHORIZED	PASS	
 TRIP DATES & LOCS	PASS	
 TRIP DURATION	PASS	
 TRIP DURATION1	PASS	
 TRIP PURPOSES	PASS	
 TRIP TYPES	PASS	
 VESSEL TRAVEL	PASS	

23. Click on the Document Status link. The Status page is displayed.

Setup Reports Logout Help Document Preparation

User: Approver One
 Traveler: Student One
 Authorization: 51-100 2-4 MSFC

Document Summary
 Traveler
 Itinerary
 Ticketed Trans
 Expenses
 Lodging/M&IE
 Accounting Code
 Totals
 Comments
Document Status
 Perform Pre-Audits
 Preview Document
 Export Document
 Close Document

Status for 51-100 2-4 MSFC

Quick Tip
 The Signature PIN is case sensitive!

Stamp and Su
Adjustments
 Back Conti

Status to Apply: MGT APPROVED

☐ Stamp Document Without Adjustment

Signature PIN:

Remarks:

Document Routing		
This is the routing path the current document will take once routed		
Name	Status	Level
Approver	MGT APPROVED	1
Approver One	MGT APPROVED	1
Reviewer One	REVIEWED	2
Reviewer Two	REVIEWED	3
Reviewer Three	REVIEWED	4
Reviewer Four	REVIEWED	4
Final Approver	APPROVED	6
TravelOffice Reviewer	CERTIFIED	7
CI Travel	CI TRAVEL	8

24. Enter any comments in the Remarks field. Remarks include reasons for returning the document to the preparer; modifications made to the travel document, and/or a specific item in the document that the approver wants to alert to others.
25. If the document is approved, stamp the document “MGT APPROVED” (default).
26. If the document is disapproved, click on the Status to Apply pull down list and select “RETURNED”. The document will be returned to the preparer for adjustments or cancellation.

PROCESSED

COMMIT

DISBURSE

MGT APPROVED

OBLIGATION

PENDING

RETURNED

REVIEWED

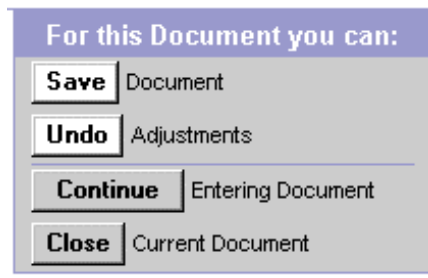
SIGNED

TRAVEL PROCESSED

VOUCHER RETURNED

WAITING DOCUMENTS

27. If it is required to logout of the document before stamping it, click the **Document Summary** link. Click the Undo Adjustment button (see below). Using this button logs the user out of a document and returns to the main screen. The document will remain in the **Review Documents** area until it is stamped and routed. To open the document again, click the **Review Documents** link and repeat the above steps.



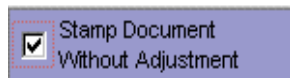
For this Document you can:

Save	Document
Undo	Adjustments
Continue	Entering Document
Close	Current Document

NOTE

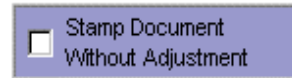
It is very important that if a user wishes to leave a document without making adjustments, the Undo Adjustments button must be used. If this button is not used, Travel Manager will show the user made an adjustment to the document.

28. If adjustments were made to the document, **leave the box unchecked**. If no adjustments have been made to the document, click on the Stamp Document Without Adjustment check box.



☒ Stamp Document Without Adjustment

No changes made to document



☐ Stamp Document Without Adjustment

Changes made to the document

NOTE

If the Stamp Document Without Adjustment box is not checked when the document is stamped, adjustments are assumed, regardless if any have been made.

If adjustments have been made to the document and the Stamp Doc without adjustment box is checked, all adjustments made will be erased when the document is stamped.

29. Enter the Signature PIN value.

30. Click the Stamp button. The Pre-Audit Results page will be displayed for most signings. Approve the Pre-Audits. These are all the audits that Travel Manager processes for the document. (For a description of each of the Pre-Audits, refer to the Appendix).

31. If any audit fails, the word FAIL will be in the Status column. A comment describing the failure will appear in the Comments column. A fail only draws attention to a particular process for the approver to check the audit.

NOTE

*If changes are necessary to the document after reviewing the Pre-Audits, click on the **Cancel** button. The document will not be signed and will not route. The document can be modified without adjustment at this time.*

32. Click the Continue button. The document is complete and routed.

33. If more documents reside in the queue for the approver, click on the **Review Documents** link and repeat the above steps.